



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT DIRECTOR, EMPLOYMENT, TRAINING, AND REHABILITATION	44	A	12.102

DEFINITION OF CLASS:

Under broad administrative direction, plans, coordinates, and evaluates the integration of previously distinct programs into a unified service delivery system capable of responding to the full range of employment, training, and rehabilitation needs of Nevada residents and businesses; functions as Deputy Director with line authority over all departmental staff as needed to accomplish departmental goals and to ensure continuity in the Director's absence.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Develops and promotes a statewide employment strategy to link the activities of the Employment Security and Rehabilitation Divisions, Job Training, various commissions and committees, and employment-related programs in other departments. Solicits input into and support for the Department's goals and activities from elected officials, governing bodies, community and business interests. Builds working coalitions of employers, public and private service providers, and other community stakeholders.

Reviews relevant statutes, policy and operations for current and potential impact on departmental services. Ensures alignment between the department's philosophical commitments and its resource allocation and operations. Evaluates departmental programming, funding, organization structure and dynamics, and resource allocation; makes recommendations to eliminate duplication, improve coordination and address unmet needs. Proposes legislative, policy, program, and procedural changes as needed to implement needed changes. Coordinates annual biennial budget and work plan development.

Designs program elements to fill gaps in service. Conducts pilot projects and/or turns new projects over to operating divisions for implementation. Develops and implements program evaluation components.

Coordinates legislative analysis for the department. Writes reports and proposals; makes public presentations.

Represents the Director and the Department at public meetings. Acts as Director in the Director's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Extensive knowledge of the social service network in Nevada. Knowledge of public policy issues related to employment.

Ability to collaborate effectively on change management with interested parties having conflicting views. Ability to promote and engender support for proposed change to improve service delivery.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of current principles and practices of public administration and human services; working knowledge of federal and state legislation affecting the provision of employment, training, and rehabilitation services; knowledge of organizational structure and dynamics, and current human resource management systems.

Ability to analyze and integrate information from diverse fields; ability to formulate plans to impact complex economic and social conditions through policy, programming and communication linkages, within and outside the department; ability to coordinate the work of staff around a common purpose across organizational lines; ability to build consensus; ability to develop work plans and resource allocation decisions that reflect stated philosophical commitments; ability to diagnose operational difficulties and propose alternatives; ability to maintain effective working relationships with all levels of governmental, political, and community leadership and staff; ability to write clearly and concisely about complex topics; ability to make effective public presentations.

EDUCATION AND/OR WORK EXPERIENCE:

I

Possession of a Master's degree in Public Administration, or a related field, from an accredited university; and three years experience as a manager or administrator of a related major program or functional area such as employment and training, vocational education, rehabilitation, or other human service; OR

II

Possession of a Bachelor's degree in Public Administration, or a related field, from an accredited university, and five years experience as described above; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

III

An equivalent combination of education and experience which provides the required entry knowledge, skills, and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.102

ESTABLISHED: 3/24/94R
12/9/94UC